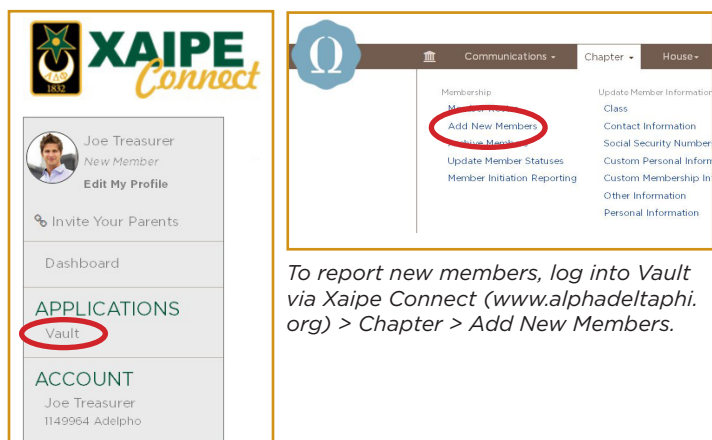# Alpha Delta Phi New Member and Initiation Reporting

HOW IT WORKS

1 REPORT NEW MEMBERS
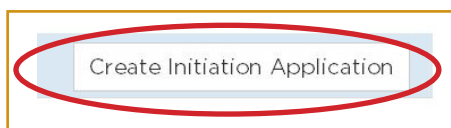
Report New Members via Vault within 72 hours of bid acceptance.

To report new members, log into Vault via Xaipe Connect (www.alphadeltaphi.org) > Chapter > Add New Members.

2 MONITOR REGISTRATION

New members complete new member registration via Xaipe Connect within 72 hours of bid acceptance. New members are not recognized by Alpha Delta Phi until they complete registration via Xaipe Connect.

[TIP] Get new members to complete registration during the first new member meeting, (this can be done using a mobile device.)

Track new members' registration statuses via Vault > Chapter > Member Initiation Reporting.

Select 'Send Reminder Email' or the envelope icon to email new members a reminder to complete registration.

3 SUBMIT INITIATION APPLICATION

Submit an Initiation Application no later than two weeks prior to each Initiation Ceremony. You are unable to submit the application until new members complete registration. If everything is in order, and all New Member Fees are paid, you will receive approval to initiate via email. The chapter is not permitted to hold initiation until Alpha Delta Phi Fraternity approves the Initiation Application.
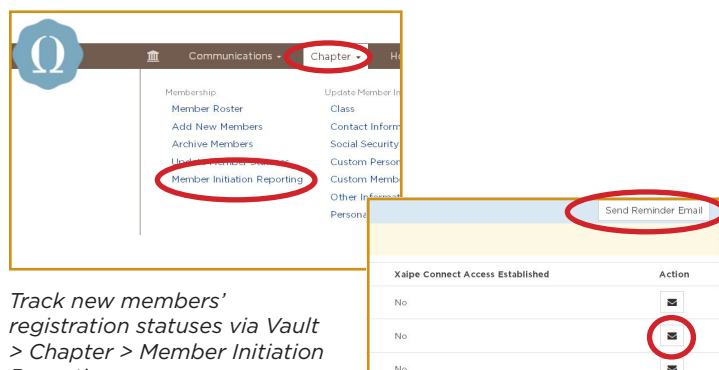

Submit Initiation Applications via Vault > Chapter > Member Initiation Reporting > Create Initiation Application.
1. *Select new members who will initiate.*
2. *Review and submit the Initiation Application for approval.*

4 SUBMIT INITIATION REPORT

Submit an Initiation Report via Vault immediately following each initiation ceremony. Chapters cannot report new members as Initiated until they complete New Member Registration and have been approved on an Initiation Application. Delays in reporting may result in late charges to the chapter.

Submit Initiation Reports via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.
1. *Select new members who initiated.*
2. *Report hold overs and depledges.*
3. *Review and submit the Initiation Report.*

For more information or with questions, contact:
Your OmegaFi Account Manager at 800.276.6342 or Steve Ehrfurth, Executive Director, at steve.ehrfurth@alphadeltaphi.org or 508.226.1832.

Alpha Delta Phi New Member and Initiation Reporting

HOW IT WORKS

NEW MEMBERS ARE WELCOMED INTO THE BROTHERHOOD!

1 Enjoy successful recruitment!

2 Chapter Officer adds new members to the Chapter's official roster via Vault (accessed through Xaipe Connect) within 72 hours of bid acceptance.

3 New members receive an email with instructions to establish access to Xaipe Connect.

4 New members log into Xaipe Connect and complete new member registration within 72 hours.

5 Chapter officer submits an Initiation Application two weeks prior to each planned initiation ceremony.

6 Chapter officer submits an Initiation Report immediately following each initiation ceremony.